HOW TO GIVE ADMIN ACCESS

**BEWARE** – you must be in the correct spot in the **TREE** in order to give someone specific admin rights; like to their age group or their particular team.

If you are not, they could end up with rights to a portion of the system that you don’t want them in.

So, for example, if you want to give a specific coach only access to their team, click on their team in the tree, and then click “admin” and then “users” at the top.

Select the correct coach or manager from “edit user” that you want and then click on the boxes indicating the specific rights you want to grant the person.

If the coach or manager is **NOT** in the pull-down menu, you will just need to add them as a new user. Fill in the Admin name, Admin Role (coach or manager), their user name (which is their email) and then confirm that by retyping.

There are a bunch of choices of how much or how little rights you can grant someone. For the coaches to administratively ADD/EDIT players and actually assign them to teams, you want to check mark box under “registration” that says:

Registrants: Adding and editing **AND** Registrants: Assigning

Then click “update” to save and then once the coach logs into League Connect, they will only see the team and have the abilities that you give them.

HOW A COACH ADDS A PLAYER

Go to “registration” at the top of the screen

Then click “registrant”

Then click “add”

Because of the ability you gave them to only add/edit players, these are the only options that will show up as available. All other options will be grayed out and unable to be touched.

Click “I need to create a new player” and FAMILY Information all needs to be on hand; name, address, phone number, email, to finish out the **PARENT** registration. It is up to you whether you decide to give the player’s option to login but it is probably not necessary unless you are using this system for registrations as well.

If you want to give them access, then click the button and enter their email address. Click “create” at the bottom and you will be taken to the next page where you select the relationship to the player; mom or dad.

Update and then click “I need to add a new family member or player” enter the **PLAYER’S INFORMATION**; Birth date and gender and on the next page, you will see them click “choose a category” and select their age group and then click REGISTER; On the next page, be sure to check the box that says the player has not been rostered this season (if they have not been).

Photo and birth certificate need to be uploaded as well and can be done once the player’s profile is created.